ATTACHMENT 2b: CSTLS DMP Template

EXTRAMURAL RECIPIENT DATA MANAGEMENT PLAN: CSTLTS

Background: The DMP should be developed during the project planning phase prior to the initiation of collecting or generating **public health data** and regularly updated as plans evolve. The DMP will be evaluated for completeness and quality at the time of application submission, at least annually thereafter, and when the project approaches termination. **Public health data** means digitally recorded factual material commonly accepted in the scientific community as a basis for public health findings, conclusions, and implementation. It does <u>not</u> include grantee progress reports, administrative data, preliminary analyses, drafts of scientific papers, plans for future research, reports, communications with colleagues, or physical objects, such as laboratory notebooks or specimens.

This example is designed to help extramural recipients develop a data management plan for any type of CDC-funded public health data collection activity including non-research (public health practice) data.

Section 1: Project Information

Agency/Organization Name: Click or tap here to enter text.

Funding Mechanism Type:

☐ Cooperative Agreement, please specify announcement name and #: Click or tap here to enter text.

☐ Grant, please specify announcement name and #: Click or tap here to enter text.

☐ Contract, please specify name and #: Click or tap here to enter text.

☐ Other, please specify: Click or tap here to enter text.

Project Contact (POC)

POC Name: Click or tap here to enter text.   POC Organization: Click or tap here to enter text.

POC Email Address: Click or tap here to enter text.   POC Phone Number: Click or tap here to enter text.

Section 2: Dataset Information

Date of DMP creation: *Click or tap here to enter text.*

Dataset Title – *In plain English with sufficient detail to facilitate search and discovery of the dataset, name of project data/data collection activity. This should remain the same throughout the life of the project.* Click or tap here to enter text.

Dataset Description – *Provide a brief description of the data captured for this project and its purpose. This should have sufficient detail that enables a reader to quickly understand whether the project or dataset is of interest to them.* Click or tap here to enter text.

Tags/Keywords – *Terms to help users discover the project and its datasets; please include terms that would be used by technical and non-technical users. For tags, refer to Mesh Terms which are loaded annually from the* <u>U.S. National Library of Medicine</u>*.* Click or tap here to enter text.

Data Publisher/Owner

Discuss which entities own the data, who the publishing entity is, and which entities have custodial responsibility and/or gives permission to share the information collected or obtained from this project.

Owner of the Data: Click or tap here to enter text.

Publishing Entity: Click or tap here to enter text.

Custodial Responsibility: Click or tap here to enter text.

Section 3: Description of the Data and Data Quality

Data Description

Data Collection Start Date – *Dates the staff will begin collection of data*. Click or tap to enter a date.

Data Collection End Date – *Dates the staff will complete the collection of data*. Click or tap to enter a date.

Methods – *Provide a brief description of the study/project design and methods, including the approach and plan to meet the objectives such as interventions, procedures, target population or respondent recruitment, screening, and enrollment, etc.* Click or tap here to enter text.

Data Collection Instrument(s) and Protocol – *Provide a brief description with reference to document or website that provides detailed information. Include information such as how often the data will be collected.* Click or tap here to enter text.

Data Management and Quality

Data Management Protocol – *Provide a brief description with reference to physical location(s) or system(s) where data will be housed (e.g., CDC shared network drive, data host system name, SQL database, etc.)* Click or tap here to enter text.

Process for Omitting Identifying Information – *Provide a description of what identifiers are in the database, how they will be removed, and by whom.* Click or tap here to enter text.

Data Quality Protocol – *Describe methods for data validation and error resolution, removal or shielding of any proprietary information, removal or shielding of sensitive information, removal or shielding of any individually identifying information including indirect identification.* Click or tap here to enter text.

Section 4: Data Access and Protection

Proposed Public Access Level – *Briefly describe who will have access to stored information. Select "Public" if the data collected/generated in this project will be released to the public in either microdata or aggregated format; select "Restricted" if the project data will be shared with restrictions or via CDC Research Data Center (RDC); select "Non-Public" if the project data will not be released to or shared with the public.* Click or tap here to enter text.

PUBLIC Release

☐ Public release – Full dataset
*(Dataset can be made available without restrictions; data steward no longer controls data. **This should be the default selection for all datasets unless justified otherwise**.)*

☐ Public release – Aggregate data
(Underlying dataset cannot be released or shared, but aggregate/summary data can.be made available to public access without restriction)

☐ Public release – Release by ad-hoc request
(Metadata will be released and the dataset is available by ad-hoc request; data requests CANNOT be denied; no data use agreement or restrictions; data steward no longer controls data.)

RESTRICTED Release

☐ Restricted use data sharing
(Dataset is available to particular parties under certain use restrictions or use agreement; data not always under CDC custody.)

☐ Restricted access data sharing
(Dataset is only available in an RDC; data need to remain under CDC custody.)

NON-PUBLIC

☐ No release or data sharing

Access Rights/Restrictions

Public Access Justification – *For a "Restricted Release" or "Non-Public" dataset provide an appropriate justification for why the data collected/generated in this project cannot be released to/shared with the public.*

☐ Country/Jurisdiction owns the data with protections under their laws and regulations
☐ Not sharable due to protection of intellectual property or trade secrets
☐ Removal of identifiers renders the remaining data of no value
☐ Other, please specify: Click or tap here to enter text.

Data Use Type – *For a "Restricted Release" dataset, select the type of data use agreement that must be in place in order to release this dataset.*

☐ Data Sharing Agreement
☐ Data Transfer Agreement
☐ Joint Statement of Understanding
☐ Memorandum of Understanding
☐ Other, please specify: Click or tap here to enter text.

Data Use Type URL – *For a "Restricted Release" dataset this is the website where the process for requesting access to the dataset can be found.* Click or tap here to enter text.

Data Use Contact – *For a "Restricted Release" data set this is a name of a data steward/contact from whom external investigators can request access to the dataset.* Click or tap here to enter text.

Section 5: Data Release and Documentation

Estimated Date(s) of Data Release: Click or tap here to enter text.

Data Release Format – *Recommend to use non-proprietary format when possible, such as CSV, XML, JSON, etc. Also specify data dictionary file format.* Click or tap here to enter text.

External Access URL, If Known
Please provide the URL for external access to the documentation associated with this project. The information is to include protocol, data dictionary (e.g., variable names, definitions), data collection instrument and other relevant information. Click or tap here to enter text.

Download URL(s), If Known
Provide the URL to a downloadable file of the dataset(s). Click or tap here to enter text.

Type of Data Released – *Will the released data be the data tables associated with the publication or does it contain the raw data in either microdata or aggregated format?*

☐ Aggregated data (e.g., summary data or statistics)
☐ Micro data (e.g., information at the level of individual respondents)
☐ Tables

Data Release Documentation – *Identify the documents that will be provided to users (e.g., variable definitions, codebook, metadata file, guidance on data use). Check all that apply.*

What documents will be provided/available with the datasets?
☐ Variable definitions
☐ Codebook
☐ Data collection instrument
☐ Metadata file
☐ Guidance on data use
☐ Description of the population studied
☐ Methodology
☐ Description of dataset such as response rates and limitations/caveats
☐ Other, describe here: Click or tap here to enter text.

Describe Long-Term Preservation Plan: Describe plan for archiving and long-term preservation of the data, or an explanation for why this is not justified. Click or tap here to enter text.